



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM, CLUB GRANTS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

SNOWMOBILE CLUB GRANT APPLICATION CHECKLIST

Grant Application

- ☐ Enter club address on first page
- ☐ Complete with all signatures & trailmasters' address and telephone number
- ☐ Include map (required every year) showing "turn-arounds" (if GPS, please contact Joe Higgins to send info electronically joe.higgins@maine.gov)
- ☐ Include all pages
- ☐ Submit application postmarked on or before **December 31**.

Club Information

- ☐ Submitted Club Information Form (also known as the officer update form) annually after officer elections/additionally anytime a change occurs during the year, see Lime Green Form.
- ☐ Verified club is incorporated in good standing with Bureau of Corporations, Elections and Commissions 624-7752. Annually file with the Bureau of Corporations, Elections and Commissions before **June 1**.

Reimbursements

You must include worksheets, both grooming and maintenance, with your reimbursements which are due postmarked on or before **April 30**.

Remember that your trails are periodically inspected by our staff throughout the season. We've included a sample of that inspection report in your packet so you know what we're looking for.